DOCUMENT RESUME

ED 153 029 CE 015 656

AUTHOR Grotenhuis, Paul; Purcell, Carol
TITLE Career Related Math Units for General Math 9.
INSTITUTION Roseville Area School District 623, Minn.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE 78
NOTE 89p.

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS *Career Education; Grade 9; Mathematics Curriculum; Secondary Education; *Secondary School Mathematics; *Simulation; Teaching Guides; *Units of Study; *Worksheets

ABSTRACT

In this collection of four career-oriented units designed to enhance a ninth grade general math curriculum, the objectives listed are (1) to provide a job oriented environment in which students are encouraged to develop responsible attitudes toward employer and self and to find interest areas to use as the basis for career choices, (2) to provide incentives, both rewards and penalties, similar to those found in real job situations, and (3) to provide lesson plans and student materials which are relative, needs-oriented, math-oriented and career-oriented in order to eliminate extensive teacher preparation time. Titles of the four units are the following: Careers in Sales; Construction; Driving Occupations (delivery truck driver); and Department Store Clerk. Although the bulk of materials in each unit are examples of student worksheets (e.g., arithmetic problems and record forms that would be encountered in the occupation), instructions are given for using the materials within the context of a simulated work setting in which the teacher functions as employer or "boss" and the students as employees. It is suggested that the units may be used for varying periods of time and different class situations. For example, they can be used as "rewards" for individual students who complete the required work, for groups of students who would benefit from course enrichment, or as a general class assignment. (VB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED153029

ROSEVILLE AREA SCHOOLS

Independent School District 623
1251 W. County Road B-2
St. Paul, Minnesota 55113

CAREER RELATED MATH UNITS FOR GENERAL MATH 9

Developed by

Paul Grotenhuis
with Carol Purcell

The material in this publication was prepared pursuant to a grant or contract from the Office of Education, U.S. Department of Health, Education, and Welfare. However, points of view or opinions expressed do not necessarily represent policies or positions of the Office of Education.

DISCRIMINATION PROHIBITED

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, Public Law 92-318, states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Therefore, career education projects supported under Sections 402 and 406 of the Education Amendments of 1974, like every program or activity receiving financial assistance from the U.S. Department of Health, Education, and Welfare, must be operated in compliance with these laws.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

OE 015 656

Office of Occupational Education
Vernon M. Vick, Coordinator

1978

Table of Contents

To the Teacher 1

Job Simulation Explanations 4

Units: 18

Careers in Sales

Construction

Driving Occupations

Department Store Clerk

TO THE TEACHER

OVERVIEW

These units are designed to enhance the ninth grade general math curriculum and may be used for varying periods of time in different class settings; i.e., with entire classes, small groups or individual students.

Ninth grade general math seems to be a sore spot for most math departments since few teachers care for the assignment. The students tend to have low to average ability, accompanied by little or no motivation, a combination which often causes behavior problems. Preparation time is lengthy, since one must almost motivate individual students simply to bring a pencil to class each day.

Hopefully these career-oriented units will eliminate some of these problems by encouraging self-motivation, while at the same time giving students usable knowledge which they can readily recognize is aimed at their basic present and future career needs.

The teacher using these units will often be asked to play a double role: that of teacher interested in the individual students and that of business owner interested in operating a successful business. As will be seen in the job simulation packet, the role will not be as much "teacher" as it will be "boss."

PURPOSE

The purpose of these units is to:

1) Provide a job-oriented environment in which students are encouraged to develop responsible attitudes toward employer and self, while simultaneously finding interest areas to use as the basis of intelligent career choices.
2) Provide incentives, both rewards and penalties, similar to those found in real job situations.

3) Provide lesson plans and students' materials which are relative, needs-oriented, math-oriented and career-oriented in order to eliminate extensive teacher prep time.

GOALS

The student outcome goals of these units are:

To develop some basic math skills which students can relate to a number of careers.

To create an awareness of the need for gaining math skills.

To encourage students to see the value of work.

To create an "on the job" atmosphere in order to cushion the shock of real job experiences.

To develop attitudes toward self, fellow employees and employers that are desirable in an individual in a work situation.

HOW TO USE THESE UNITS

These four units, based on sales*, truck driving and construction careers can be used in various ways, depending on the purpose of the teacher. They can be used as "rewards" for individual students who complete the required work; for groups of students who would benefit by course enrichment or as a general class assignment. After reading through the units the teacher can best judge how his/her classes would benefit the most by their use.

For added motivation the units can be used within the context of a simulated work setting, which lets students choose their own "job setting," work under (or as) a supervisor, manager or foreperson, receive "pay" and even face the prospect of being fired.

The description and forms for a work simulation involving an entire class

* "Careers in Sales" unit was written by Carol Purcell, Math Teacher.

will be described in the next several pages.

This work simulation has been found to work for the writer of these units; however, they are offered more as a starting place, a jumping off spot for other teachers who may see something of value in parts and see other areas which they can improve upon or make more meaningful to their students. Few teachers teach even the same material in the same way, so feel free to borrow, subtract or add on to parts of the following work simulation.

Paul Grotenhuis

FIELD TESTING AND EVALUATION

The four career-related math units have been field tested and found to be successful in achieving the stated goals. They work particularly well in motivating students to see the value of mastering basic math skills which relate to their future, which if the students are motivated will aid in accomplishing the other student out-come goals.

Student reaction to the units was favorable; also they enjoyed them. One idea which this teacher will do next time the construction unit is used is to have actual samples of studs and plates, corners, and even miniature walls which should help the students immeasurably.

The pay or vacation time incentives have not yet been field-tested but seemed a good setting for the activities and a way of adding variety to the math curriculum for students with low motivation.

JOB SIMULATION

Preparation

Select which of the four packets will be available for the student from which to choose.

Prepare and print Manager's Report slips (one for each student each day).

Prepare and print 3 Week Report slips (one for each student).

Prepare and print Work Request Forms (one for each student).

Prepare and print Letter to Parents (one for each student).

First Day

Present a short overview/explanation of the simulation, describing:

Packets - choices

Wages - grades - raises - demotions - being fired

Groups - manager/foreperson - employees - employer

Have student fill out Work Request Form

This is a simulated employment application which should be kept for future use.

When applications are completed and collected, any remaining time can be used for explaining procedures in more detail.

As preparation for the next class, the teacher can place students in work groups, based on their requests on the application form.

Second Day

Announce work groups, make physical arrangements for group seating and distribute packets.

Managers or forepersons are selected. This can be done by the teacher or by the work group itself.

Students should have a chance to read over and question the 3 Week Report until they understand the requirements completely.

Managers and forepersons should pick up the 3 Week Reports and pass out the work assingments for their group and work can begin.

Explanation of the Work Process

Work roles - all work assignments are outlined by teacher/business owner.

Manager or foreperson responsibilities:

Give work assignments to group or individuals in the group.

Make reports at the end of the day.

Daily reports - manager's report on individuals in the group must be reasonably close to that of the teacher's assessment or observation. (See Manager's Daily Report form.) If it is not, the manager receives a demerit. Three demerits in one week means loss of position and the teacher selects a new student manager. Parts of the 3 Week Reports are also checked by manager and by teacher.

Employees' Responsibilities:

Complete work assignment each day

Act responsibly within group

Worker Compensation

Each class hour is counted as one hour of work.

Minimum wage set by the federal government or state should be used, managers or forepersons should be paid one and a half times the minimum wage.

Wages are computed after a three week work period; employees compute their own wages on the 3 Week Report form. These reports are checked by the teacher.

Wages earned in the three week period determine grade:

Scale can be predetermined: (for example)

$75.00 and above - A

$65.00 to $74.99 - B

$50.00 to $64.99 - C

Or a curve can be used:

Highest 10% - A

Next 30% - B

Next 50% - C

Next 10% - D

Student Record Keeping

Students should be aware of all items on the 3 Week Report form on which they fill out the wages section. The following items and scoring methods should be thoroughly explained to students on the second day of the unit. Time should be allowed for them to ask questions if the teacher thinks it necessary. Managers/forepersons should be closely monitored by the teacher as they do the Daily Reports during the first week when the process is new to them.

Absences - Days absent count two points on the 3 Week Report form for the first two days' absences, then one point each day absent for the next three days. Thereafter no points are earned until the end of the three week period. Then the 2 point, 1 point cycle will be reinstated.

Criteria for scoring on the 3 Week Report:

No work handed in - 0 points

Unacceptable work - 1 point

Acceptable work - 2 points

Commendable work - 3 points

Evaluation of weekly totals*:

15 points - an automatic raise

14 - 13 points - raise considered

10 - 11 - 12 points - no change in wage

9 points or below - go on the "penalty schedule"

Penalty Schedule (for students whose weekly point total is nine or less):

After 1st week - wage reduced to minimum wage

After 2nd consecutive week - letter to parents

After 3rd consecutive week - loses job or is eliminated from program

Raises - Raises are granted only at the end of a week of work. Each raise is 10¢ per hour. (A maximum wage may, if the teacher desires, be set. For example, the maximum wage for a regular employee may be set at two times the minimum wage and three times the minimum wage for manager/forepersons.)

Taxes - Sometime near the end of the year (or a report card period) a block of time should be taken to figure income tax. A schedule such as the following should be set up. It will depend on the current minimum wage and length of the tax period.

Less than $50.00 earned, deduct 4% of the wages over $30.00

$50.00 to $59.99 earned, deduct 6% of wages over $35.00

$60.00 to $69.99 earned, deduct 8% of wages over $40.00

(Extend table as far as necessary)

The most desirable time for figuring this tax would be just before grades are computed.

*Subtract three points from the criteria scale for each day school is not in session. For example, for a four day week, the week's maximum would be 12 points and the minimum 6 points.

Applying for a new job - When the student/employee has completed a packet, he/she must apply for a new job (from the four original choices). If the employee did not lose the former job, then the wages resume on the previous level. If the employee was fired, the new job starts back at the minimum wage and the day used for applying for a new job is worth no (0) points on the 3 Week Report Form.

Optional Activity

Vacations - Vacation days can be earned at an established rate. One example would be one day of vacation for each ten days of acceptable or better work. Another way of computing vacation days would be to set aside a certain number of days during the school year for vacation days if work is acceptable; i.e. ten days during the school year or two days for each report card period or one day for each three week work period.

The teacher at this point can create additional plans which would add to the motivation and enjoyment of this unit for the students.

PARENT LETTER OF INTRODUCTION

Dear _____

_____ has just begun a career related math unit. I would like to explain the course to you so you are aware of what is to be done and will also understand any correspondence I send to you pertaining to the unit.

Each student will choose a career topic to study.

(This portion of the letter would explain the particulars of your procedures.)

When a student's behavior or attitude is unacceptable in a work setting, you will receive a letter explaining the situation. Continued problems of behavior or attitude will be treated as an employer would treat these problems within his staff of employees: the problems are tolerated for a short time, then the employee is fired.

We cannot fire a student, but it will mean a student must leave the current work group, start again in another group and return to a minimum wage. This will lower the grade, and if continued will make it necessary to drop him from the program. All attempts will be made to instruct the student in proper attitudes and behaviors.

Sincerely,

LETTER TO PARENT OF PROBLEM STUDENT

Dear _____

_____ has shown attitudes/behaviors that are unacceptable in this course. After one week of this problem a warning was given the student. The problem still exists after two weeks. A third week of the same attitudes or behavior will mean the loss of the current job and loss of wages. We would like to keep the student in this program, but if the problem continues, the student will be placed on detention.

Please sign this letter and send it back with the student. If this letter is not returned for any reason within _____ days, the student may be placed on detention at that time.

Sincerely,

Check as many as you feel are your responses to the letter.

____ I am aware of the problem and want to help.

____ I am aware of the problem but I feel that it is the job of the school to find a solution.

____ Please call me. My number is _____

____ I will call you this week. (484-3343) _____
Teacher's Name

____ Comments:

_____

_____

_____

MANAGER'S DAILY REPORT

Date_____

Name_____

Worker's Name_____

	None	Some	Most	All
Assignment Completed	____	____	____	____
Time Worked	____	____	____	____

	Poor	O.K.	Good
Behavior	____	____	____

3 WEEK REPORT

Name_____

Monday Date_____	Monday Date_____	Monday Date_____
Current Wage/hr._____	Current Wage/hr._____	Current Wage/hr._____

	Page	Rating 0-1-2-3	Page	Rating 0-1-2-3	Page	Rating 0-1-2-3-
M	_____	_____	_____	_____	_____	_____
T	_____	_____	_____	_____	_____	_____
W	_____	_____	_____	_____	_____	_____
Th	_____	_____	_____	_____	_____	_____
F	_____	_____	_____	_____	_____	_____

Sick days before this week _____		
Sick days after this week _____	Sick days after this week _____	Sick days after this week _____
Mngr Initial _____	Mngr Initial _____	Mngr Initial _____

Weekly Evaluation
(Subtract 3 pts for each day school not in session that week.)

15 points - automatic raise

14)
13) points - raise considered

12)
11) points - no change in wage
10)

9)
&) points - after 1st week - wage reduced to minimum wage
below)

2nd consecutive week - letter to parents, return form

3rd consecutive week - (eliminated from program)
loss of job or detention

Daily Rating

0 pts. - no work

1 pt. - unacceptable work

2 pts. - acceptable work

3 pts. - commendable work

Teacher Initials _____

APPLICATION FOR WORK

Name_____ Age_____ Grade_____

Address_____

Telephone no. _____

Parents Names (complete only those which apply to you)

Father _____
Mother _____
Guardian _____
(Other) _____

List any jobs for which you have received wages:

Employer's Name	Kind of Job	Dates From	Dates to

List your first and second choices of jobs which are available to you now.

1. _____

2. _____

Social Security Number _____ - _____ - _____

_____ I have not applied for a social security number.*

*For help in applying for a social security number, see the Career Learning Specialist in the Career Learning Center (CLC)

FACTS ABOUT JOBS IN SELLING

JOB TITLE	TYPE OF WORK	EDUCATION NEEDED	COMMISSION/COMPENSATION	JOB PROSPECTS
Auto Salesperson	Work in showroom or on lot	High school diploma required	$260 avg. 1974 (Weekly) Range $197-$300	Good
Route Person	Drive delivery truck for bakery, soft drinks, tobacco, newspapers, etc.	High school diploma preferred	Tea/coffee (brief) $150 avg (Weekly) Milk $175 avg Bakery $210-$315	Good
News Vendor	Outdoors at newstand	No special degree	Not available	Fair
Retail Sales Clerk	All types of stores	High school diploma preferred	Clothing (brief) Min. $150-$200 Exp. $300 Food store checker Beg. $110-$145 Avg. $125 Exp. $233	Very good
Insurance Agent (SRA Brief)	Home and car insurance, commercial insurance	Bachelor's Degree plus license	New $75.00 3-5 yrs exp $10,000-$15,000 Exp. $40,000-$60,000	

FACTS ABOUT JOBS IN SELLING (cont)

JOB TITLE	TYPE OF WORK	EDUCATION NEEDED	COMMISSION/COMPENSATION	JOB PROSPECTS
Door-to-Door Sales	Sells in customer's home; encyclopedias, cosmetics, etc.	No special degree	Full-time avg. (SRA Brief) $10,000-$15,000	Excellent
Telephone Sales	Work for newspapers, magazines, charities	No special degree	Not available	Not predictable
Travel Agent	Arrange tours and trips by plane, train, bus	High school diploma preferred	$4,000-$15,000	Good

CAREERS IN SALES

NAME _____ Hour_____

CAREERS IN SALES

MATH 9

No matter who you are or where you go, you constantly come into contact with careers in sales. Here's a list of careers that come under this heading:

Sales clerk	Auto salesman	Routeman
Vendors	Avon ladies	Stock broker
Travel agent	Insurance man	Demonstrators
Auctioneer	Buyer	Telephone sales

Can you think of 5 more jobs to add to this list?

1)

2)

3)

4)

5)

Why do people pick a career in sales? What kind of person enjoys this type of work? What kind of pay do you make?

Let's zero in on a few of these jobs and see if we can get some ideas.

SALES CLERK

Describe the job (give examples of things you would be expected to do)	
Background needed: high school, college, trade school, none	
Starting pay	
Usual starting age	
Type of Math skills needed: Arithmetic, Algebra, Geometry, Logic	

Careers In Sales Name_____ Hour_____

ROUTEMAN

Describe the job (give examples of things you would be expected to do)	
Background needed: high school, college, trade school, none	
Starting pay	
Usual starting age	
Type of Math skills needed: Arithmetic, Algebra, Geometry, Logic	

TRAVEL AGENT

Describe the job (give examples of things you would be expected to do)	
Background needed: high school, college, trade school, none	
Starting pay	
Usual starting age	
Type of Math skills needed: Arithmetic, Algebra, Geometry, Logic	

Careers In Sales Name_____ Hour_____

AUTO SALES

Describe the job (give examples of things you would be expected to do)	
Background needed: high school, college, trade school, none	
Starting pay	
Usual starting age	
Type of Math skills needed: Arithmetic, Algebra, Geometry, Logic	

SERVICE STATION

Describe the job (give examples of things you would be expected to do)	
Background needed: high school, college, trade school, none	
Starting pay	
Usual starting age	
Type of Math skills needed: Arithmetic, Algebra, Geometry, Logic	

Careers In Sales Name_____ Hour_____

Now as you work through the material, make note of the answers to the previous questions. Also write down any questions that you might have.

Questions about sales jobs IN GENERAL:

1) Give four personal characteristics that could be used to Jescribe a good sales person:
   1.
   2.
   3.
   4.

2) What are the advantages to a job in sales? If you can't think of any, pick a specific sales job and give some advantages.

3) What are some of the disadvantages? List two.
   1.
   2.

4) Do you think you would enjoy a job in sales? Why or why not?

5) Have you ever had a sales job?

In this field of work people are hired to sell everything there is to sell in many kinds of businesses in all parts of the country. The level of training needed varies with the job. For example:

Clerk in a dime store - no special training

Insurance man - usually has a college degree

Computer salesman - college degree with courses and experience in computers

No matter who you are, there is a sales job to fit your interests and background. Like plants and flowers? Get a job at a garden shop. Know all about cars? Work at the auto parts store. Like to sew? Be a sales representative for a fabric plant.

Can you think of three jobs that need little or no previous experience?
1.
2.
3.

Now list three sales jobs that would need some special training.
1.
2.
3.

Careers In Sales Name_____ Hour_____

List three of your hobbies or special interests; for each one, think of a sales job.

	Interested in	Sales job
1.		
2.		
3.		

While there are many careers in sales and many salespeople, there are some traits that are characteristic of most:

NEAT APPEARANCE
PLEASANT PERSONALITY
POISED, NOT NERVOUS, IS CONFIDENT
LIKES TO MEET AND TALK WITH PEOPLE

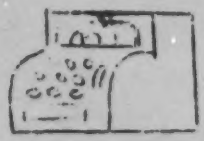
One of the main ideas is that you have a product to sell, and your job is to get the customer interested enough to buy. Not all customers come to you. In many instances, you have to go out, find your own clients and develop your own sales area. Success in sales is rarely due to luck.

The salary received by a sales person depends on many factors. A sales clerk may earn $1.60 to $2.00 to start. Others may receive a salary plus commission, and their total pay is determined by the amount they sell. Some salesmen, like a real estate man, may make only a few sales a year; but since a person pays a lot of money for a house, the commission on the sale is also large.

ASSIGNMENT: Find ten ads in the classified section (want ads) of a newspaper that are for sales jobs. Carefully tape or paste them onto the bottom of this page. Try to pick ten different types of jobs and try to find ones that need no previous experience.

Now we'll take a look at a few of the many careers in sales.

SALES CLERK



With Christmas coming up, you decide that you need some extra money for presents. Hearing that Dayton's usually hires some people during the holiday season, you go to Dayton's personnel office, fill out some forms, have an interview and take a short test.

Here are some sample problems from the test. Try them.

ADD	SUBTRACT	MULTIPLY
$ 4.59	$ 20.00	$ .89
13.99	- 14.98	x 5
10.37		

25% of $24.56 is _____. 3 items at $3.27 each is _____.

If you get a 20% discount on an item that costs $15.95, then you pay _____ for the item.

The most likely starting pay for a sales job would be _____ per hour.

ANSWERS: $28.95, $15.02, $4.45, $6.14, $12.76, $9.81, $1.60 to $2.00

You are told to report on Monday at 5:00 p.m. and will work evenings from 5:00 to 10:00 and Saturdays from 10:00 to 5:00. You show up Monday and report to Housewares Department on the 5th floor. An older girl named Sharon is working in the department and can show you some of the things that you will be doing. Name three things that you would do as a sales clerk:

1.

2.

3.

Sharon shows you the Housewares Department and all the goods that you will be selling. She shows you how to:

Write up a sales slip
Work the cash register
Make change
Figure sales tax

Careers In Sales Name_____ Hour_____

A customer came up with a tea kettle, $6.99, and two coffee mugs, $2.69 each. Figure out the bill.

QUANTITY	ITEM	PRICE	AMOUNT
1	tea kettle	6.99	
2	mugs	2.69	
		+ 4% Tax	
		TOTAL	_____

What would be the change from $15.00? _____

Another customer came up with an assortment of kitchen items. Figure out this bill.

QUANTITY	ITEM	PRICE	AMOUNT
2	mixing bowls	2.59	
1	whisk	1.19	
1	mixer	9.99	
1	set of measuring cups	4.29	
3	cake pans	2.29	
		+ 4% Tax	
		TOTAL	_____

What would be the change from $30.00? _____

The store is pretty crowded, which is good, because you can get a lot of experience in ringing up sales and making change. "Things do get a bit hectic", Sharon said, "especially around Christmas with all these people trying to get their shopping done. Just keep cool and keep smiling and you'll do fine." She also tells you to keep track of the items that were selling quickly so that more could be ordered. Also, when things slow down, you can straighten up the merchandise. Try to keep the displays in order; people are more apt to buy things if they are nicely displayed.

Careers In Sales Name_____ Hour _____

A woman came up and said that she was a store employee and should get a 15% discount on her purchases. Figure out her bill.

QUANTITY	ITEM	PRICE	AMOUNT
1	toaster oven	29.95	
1	steam/dry iron	15.95	
		Subtotal	
		- Discount 15%	
		Subtotal	
		+ Tax 4%	
		TOTAL	_____

How much money do you spend in a year at Dayton's? (take a guess) _____

How much money would you save if you got a 15% discount for working there?_____

Sharon said, "So there are other benefits besides pay; you get a discount on items bought from Dayton's. And if you're good at selling, the commission can make a big difference in what you earn."

Total the three customer purchases (not including sales tax)
1)
2)
3)
TOTAL

Assume you get a 3% commission x .03 COMMISSION

Figure out your pay: You work for six weeks, Monday through Friday from 5:00 to 10:00, and Saturdays from 10:00 to 5:00, at $1.60 an hour. Total sales = $1,472.57; you get a 3% commission; take out 5.2% of your total earnings for Social Security; take out $42.60 for Federal Withholding Tax.

Total hours worked _____ times $1.60 an hour =

$1,472.57 x .03 plus commission

TOTAL WAGES

Total wages x .052 minus 5.2% (Social Security)

Subtotal

minus withholding tax

NET WAGES for 6 weeks

Divide NET WAGES by 6 to find NET AMOUNT per week _____.

Careers In Sales Name_____ Hour_____

To sum up, here is a list of duties that a sales clerk might do:

_____ Demonstrate the product

_____ Answer questions about the merchandise

_____ Create an interest in the product

_____ Make out sales slips and charge slips

_____ Make change

_____ Wrap purchases

_____ Handle returns and exchanges

_____ Order merchandise

_____ Mark prices

_____ Take inventory

_____ Prepare displays

(Put a check mark by the duties that would use some math calculations)

Sales jobs in a big store can often lead to more responsible and better paying jobs, such as: assistant buyer, buyer, display assistant, window dresser, advertising writer or stock buyer.

If a supervisor were looking at your performance and thinking about whether you should be promoted, what types of things might the supervisor consider? Circle answers that you think apply.

a You have two children to support

b Your appearance

c Your record of absences

d Your mother knows the supervisor

e You are always courteous to customers

f You're cuter than the others

g You usually work harder than the others

ASSIGNMENT: Make up your own sales slips and figure out these sales:

1) Three rolls of 35-mm film at $3.49 each, 2 packages of flash bulbs at $1.19 each, one slide sorter at $3.98.

2) Two twin bedspreads at $10.97 each, 3 pairs of curtains at $9.74 each, 3 traverse rods at $8.68 each, 4 twin size sheets at $3.97 each.

3) One wall hanging at $5.98, 3 ashtrays at $1.98 each, 1 pair of candle holders at $3.98 a pair.

DO THESE ON ONE PIECE OF PAPER, THEN STAPLE THAT PAPER INTO THIS PACKET.

Don't forget to add on 4% sales tax for each bill.

Careers In Sales Name_____ Hour_____

SALES CLERK PROJECT: (There will be a project for each particular career in sales)

You will have to do 3 out of the 5 projects in this packet.

CLOTHES INVENTORY

Make a list of 20 items of clothing that you own. Give an estimated purchase price for each item. Total the costs. Estimate your clothes purchases for the next year.

	Description	Cost
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		

TOTAL _____

Estimate for next year:

Will probably buy:	Cost
1) _____ Shirts	
2) _____ Slacks	
3) _____ Coats	
4) _____	
5) _____	

TOTAL _____

Careers In Sales Name_____ Hour_____

ROUTEMAN

Art has been working for ALL STAR BEVERAGES for 17 years. He started when he was 19 as a helper, and in a few years had his own truck. Nowadays, most companies want their drivers to be at least 25. Helpers on the trucks are usually 18 to start and have an average income of about $100 a week.

Delivering soft drinks is one of many types of delivery jobs.

Can you name five more?

1) 4)

2) 5)

3)

Art spends his day taking inventory, delivering cases of beverages, taking orders and bringing back empty bottles and cartons. His commission is 5 cents per case of beverage sold.

Typical calculations that Art makes every day:

		CASES			
	ORDERS	8 OZ.	16 OZ.	8 OZ. DIET	16 OZ. DIET
TRUCK LOAD 1st run, a.m.	1	2	5	4	5
	2	10	12	10	12
	3	4	5	3	3
	4	7	8	10	10
	5	2	6	3	4
TOTALS of each kind					

Figure out the charges for each order:

1)
2)
3)
4)
5)

8 OZ. cost $1.67 a case

16 OZ. cost $1.92 a case

What would be Art's commission?_____

With Order # 1, Art gets back 10 cases of empties. He gives a refund of 85¢ per case. What amount should he charge for Order # 1? _____

Order # 2 is a large order and gets a 5% discount. Also there were 23 cases of empties returned. What should be the total charges for this order? _____.

Careers In Sales Name_____ Hour_____

More practice in figuring out orders:

Remember: 8 OZ. cost $1.67 a case 16 OZ. cost $1.92 a case

ORDER NUMBER ONE

2 cases of cola, 8 oz.

3 cases of cola, 16 oz.

4 cases of diet cola, 16 oz.

3 cases of lemon-lime, 8 oz.

1 case of orange, 8 oz.

3 cases of orange, 16 oz.

3 cases of diet lemon-lime, 16 oz.

TOTAL CASES TOTAL COST

15 cases of empties (at 85¢) - credit

TOTAL BILL

What is the commission (5¢ a case) for this order? _____

ORDER NUMBER TWO

10 cases of cola, 8 oz.

14 cases of diet cola, 8 oz.

23 cases of cola, 16 oz.

17 cases of lemon-lime, 16 oz.

TOTAL CASES TOTAL COST

Summary: Routemen drive light trucks over assigned routes to sell and deliver goods like milk, beverages, bakery items and vending machine supplies. Most helpers start at 18 and should have a driver's license. Some companies prefer their drivers to be at least 25. A beginning routeman makes from $100 to $180 a week plus commission. An experienced routeman makes his own schedule and gets his own customers. His work takes him out in all kinds of weather; lifting and carrying heavy items.

Careers In Sales Name_____ Hour_____

ROUTEMAN PROJECT:

GO OUT TO THE SCHOOL PARKING LOT AND COUNT THE CARS. LIST THEM BY COLOR.

(It shouldn't take you more than 15 minutes to do the actual counting. Come back to class and do the adding up.)

BLUE	GREEN	RED	ORANGE	YELLOW

BROWN	BLACK	WHITE	SILVER

TRUCKS	VANS

1) How many cars were on the lot? _____

2) How many trucks and vans? _____

3) What was the most frequent car color? _____

4) What was the 2nd most frequent color? _____

5) What color showed up the least? _____

Careers In Sales Name_____ Hour_____

ROUTEMAN: EXTRA CREDIT PROJECT

Go to a nearby store and inventory their soft drink stock.
List how many of each type and the price for each.
List the different brands and different sizes

TYPE OF SOFT DRINK	NO. OF CARTONS	PRICE/CARTON

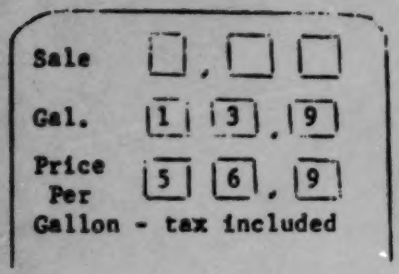
Careers In Sales Name_____ Hour_____

SERVICE STATION ATTENDANT:

Stan is 17 and has a job for the summer pumping gas at a service station near his house. Let's take a look at Stan on the job.

It's Saturday morning; Stan arrives for work at 7:30, just after the manager opens the station. Stan usually works nights and weekends.

A customer drives in and asks for a fill-up. While the gas tank was being filled, he cleaned the windshield, checked the water in the radiator and the battery and checks the oil level.



Fill in the missing amount in the picture.

If the customer had needed a quart of oil also, at 89¢ a quart, what would have been the total?

GAS

OIL

TOTAL

How much change would the customer get back from $10? _____

Then Stan's friend comes by and wants to buy some oil for his car. Bill asks Stan how much more he would have to pay if he bought Pennzoil instead of the cheaper brand.

(If he buys 5 quarts of oil)

5 quarts of Pennzoil at 89¢ each

5 quarts of El Cheapo at 63¢ each

DIFFERENCE

Which one would you recommend? _____

When things are slow, Stan talks to the mechanics, gives them a hand with some of the easier jobs and cleans up around the station. As low man at the station, he gets to empty the trashcans, pick up papers around the outside of the station, run errands and do other odd jobs that need to be done. After he's been around for a while, the boss told him that he could go out in the truck to answer emergency calls - he'll have to know a little about changing tires and starting cars first.

Another one of the sales made during the day was put on a charge account.

Gas: 10.6 gal. at 56.9 a gallon 2 quarts of Pennzoil, 89¢ each

Finish filling in this charge slip.

JOE SMITH
112 ELM ST.
MPLS., MN

LICENSE NO:
MN LC8-491

	PRODUCT		QUANTITY	PRICE	AMOUNT
GAS	Regular	X	10.6		
	Premium	☐			
OIL	Pennzoil	X			
	El Cheapo	☐			
				TOTAL	

X Joe Smith PURCHASER

In the afternoon, Stan helped to work on a car that had been brought in for:

oil and filter change (5 quarts of oil, 89¢ a quart; filter $1.99)
rotate and balance tires
trailer hitch installation
labor time: 2 hours, $12.50 an hour

Figure out the bill and don't forget the 4% sales tax on parts.

PARTS AND SUPPLIES LABOR

(plus 4% tax)

TOTAL

TOTAL
(Parts, Supplies and Labor)

Change from $50 _____

Careers In Sales Name_____ Hour_____

More practice in totaling bills:

1) STP $ 1.09

Gas cap .79

Fan belt 3.29

Wiper blade 2.50

SUBTOTAL

4% TAX

TOTAL

2) Tire repair (patch) $ 2.00

Radiator hose 4.50

SUBTOTAL

4% TAX

Plus 1/2 hour labor
at $12.50 an hour

TOTAL

3) Car hauled in 16 miles after blowout which wrecked the wheel (no spare in car)

Wheel (no installation charge) $ 10.50

Tire 29.50

SUBTOTAL

4% TAX

Hauling fee; $1 per mile

TOTAL

Careers In Sales Name _____ Hour_____

SERVICE STATION PROJECT:

Find two different ads in the sports pages of the newspaper that advertise prices for tune-ups,

For each ad list all the things that they do, give the name of the company and the price.

AD NUMBER ONE

1) Name of company

2) Price

3) Items done: _____

_____

_____

_____

_____

AD NUMBER TWO

1) Name of company

2) Price

3) Items done _____

_____

_____

_____

_____

Which tune-up job would you pick? _____

Why?_____

Careers In Sales Name_____ Hour _____

AUTO SALESMAN:

Ed sells new cars for a Chevy dealer. He's been at this job for two years, ever since he finished college. Ed works in the showroom at the dealership. His job is to find out what the customer is looking for in a car and try to interest him in a car that fits the bill.

What kinds of things do you think that people would want in a car? List three:

1)

2)

3)

Since cars are expensive items, Ed must be pretty persuasive in order to make the sale.
He should know: a) which cars are better for family use or for business
b) the pros and cons of deluxe models and economy models
c) optional accessories that are available
d) about financing and car loans
e) about trade-in values

Give three reasons why you should still buy a luxury car in spite of the high price of gas. Be persuasive.

Because: 1)

Because: 2)

Because: 3)

While it's hard to sell cars, a car salesman makes a pretty good commission on each car. Example: 1976 Monte Carlo $5595

X .25

25% COMMISSION =

Figure out the commission earned for selling these cars - use 25%.

1) Impala Coupe
$6200 COST
_____ COMMISSION

2) Nova SS
$3995 COST
_____ COMMISSION

3) Vega
$3250 COST
_____ COMMISSION

How many cars that cost $4000 each would you have to sell to make:

$10,000 a year? _____ cars $25,000 a year? _____ cars

Careers In Sales Name_____ Hour _____

Sometimes when the buyer is hesitant, the salesman must offer the car at the lowest price he can. Here's how to figure that out:

1) Take the sticker price
2) Take off 20%
3) Add on overhead - usually $200

If a car has a sticker price of $5595, what is the lowest price that the salesman can quote? $5595 - _____ + $200 = _____
(20% of $5595)

Here are some calculations that a salesman would make to figure out the total cost of the car:

Basic price		$ 3,995.00
Transportation charge		50.00 ADD
Delivered price		1)
Factory extras:		
Automatic transmission	$160.00	
White-wall tires	32.50	
Radio	29.95 ADD	
		2)
Dealer installed extras:		
Backup lights	$ 11.50	
Undercoat	27.65 ADD	
		3)

Add up 1, 2 and 3.

$	Total so far	Total:	$
X .04	Sales tax		
$	Amount of tax	+ Tax	_____

TOTAL CASH PRICE =

Careers In Sales Name_____ Hour_____

AUTO SALESMAN PROJECT:

1) You have $300 to buy a car
2) Select your car from a local newspaper ad. Find two more ads for the same type of car. Tape all three ads onto this page.

Which one would you pick? _____ What is the price? $

X .04 Sales Tax

TOTAL PRICE IS $

3) The license plates will cost $25 plus 2% of the price of the car. What is the cost of license plates for your car?

ANSWER: $

4) Your down payment will be a 1968 Rambler worth $400 as trade-in.

a) Will the car cost less if you purchase it from a dealer who offers to pay $520 for the old car, but asks $138 more for the newer car? ANSWER:

b) If another dealer offers you $665 for your Rambler but adds $295 to the price of the other car, should you make the deal? ANSWER:

Why or why not?

5) The loan amount is the purchase price less the down payment.

How much is the loan amount after the $400 trade-in?

ANSWER:

Careers In Sales Name_____ Hour_____

TRAVEL AGENT

You have always enjoyed taking trips and think that you might enjoy working as a travel agent.

Do you enjoy meeting and talking with a lot of people?

Can you work under the pressure of time schedules?

Can you stay cool when things are hectic and confusing?

Are you organized?

Can you figure out several different routings for one trip and keep all the details straight?

As a travel agent it would be your responsibility to arrange transportation, hotel rooms, eating arrangements, buses for tours, tour guides and so on.

Just imagine trying to get fifty people to the airport on time!

To start, you might make $5,000 or $6,000 a year.

Sample calculations that you might make: (ADD and get the total)

Airfare to London	$ 319
Land package	79 (for one week's stay)
Departure fee	3
Service charge	14
	TOTAL per person

How much would the same arrangements cost for a family of four? _____

For most flight information, flight time is given on a 24-hour clock. For example:

8:30 a.m. is 0830 and 5:45 p.m. is 545 + 1200 equals 1745.

Convert to a 24-hour clock:

1) 8:42 p.m. _____

2) 6:02 a.m. _____

3) 11:52 p.m. _____

Convert back to a 12-hour clock:

1) 1845 _____

2) 1130 _____

3) 2116 _____

Careers In Sales Name_____ Hour_____

TRAVEL AGENT PROJECT:

1) Use the travel section of the paper to find trips to:

   a) London

   b) Mexico

   c) One place of your choice

2) Find two different tours to each location. Give price, length of stay and name of travel agency.

LONDON:

Price	Price
Length of stay	Length of stay
Name of travel agency	Name of travel agency

MEXICO:

Price	Price
Length of stay	Length of stay
Name of travel agency	Name of travel agency

YOUR CHOICE _____:

Price	Price
Length of stay	Length of stay
Name of travel agency	Name of travel agency

EXTRA CREDIT PROJECT:

Organize a trip, picnic or attending a show for a group of friends, your family or some young children. Write down the details of costs for food, what the transportation will be, cost of tickets and parking fees. Keep a log of calls made, what you've arranged, changes in plans, how the outing went and whether people enjoyed it.

Careers In Sales Name_____ Hour_____

MATCHING EXERCISE

Now that you know a lot about sales jobs, try to match the job descriptions with the jobs listed. Use any description that applies. The first one is already done for you as an example.

Routeman	a, b, c, e, f, h
Auto Salesman	_____
Door-to-door sales	_____
Insurance agent	_____
News vendor	_____
Real estate agent	_____
Travel agent	_____
Service station attendant	_____
Sales clerk	_____

a) comes into contact with many people

b) works outdoors

c) works for a commission

d) works in a store

e) must be neat in appearance

f) makes under $15,000 a year

g) makes over $15,000 a year

h) has to do a lot of math calculations

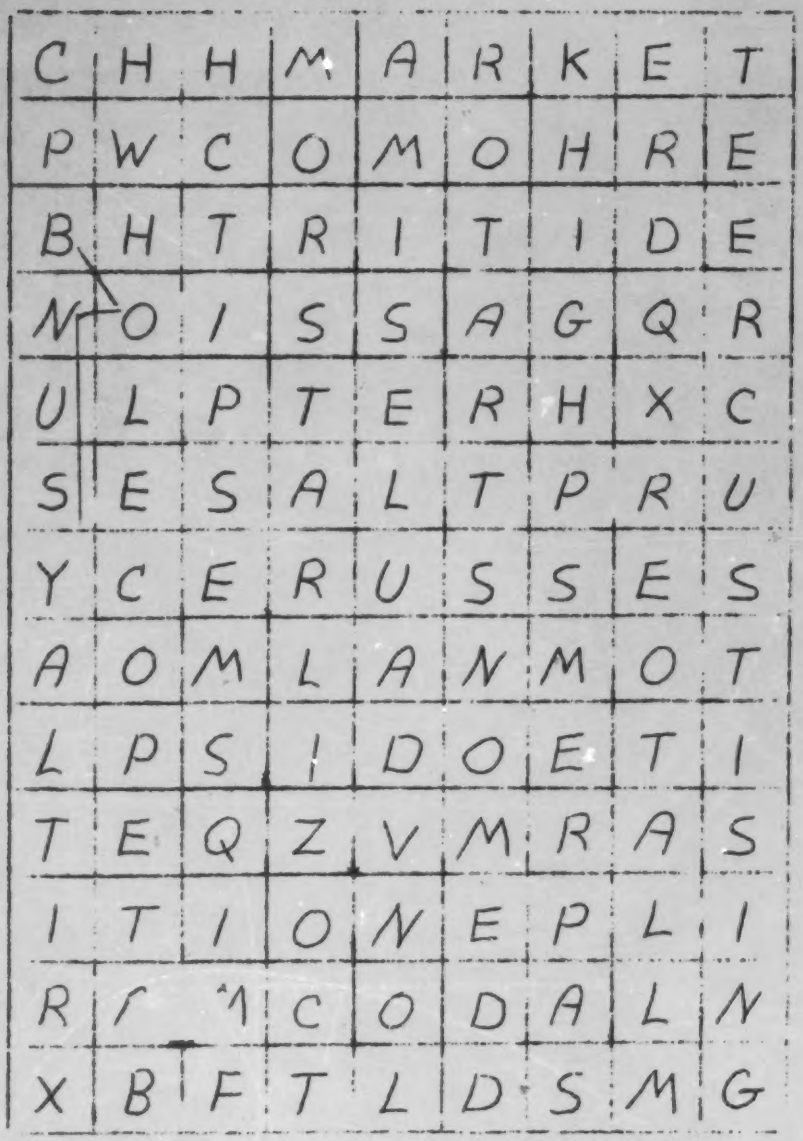
i) needs special training

j) usually a man's job

k) usually a woman's job

 Name_____ Hour_____

WORD SEARCH


C H H M A R K E T
P W C O M O H R E
B H T R I T I D E
N O I S S A G Q R
U L P T E R H X C
S E S A L T P R U
Y C E R U S S E S
A O M L A N M O T
L P S I D O E T I
T E Q Z V M R A S
I T I O N E P L I
R C A C O D A L N
X B F T L D S M G

Find these words:

bonus	high pressure
market	sales pitch
commission	displays
demonstrator	customer
credit	competition
consumer	advertising

The letters can be in any adjacent spaces. The first word is done for you.

TEST ON CAREERS IN SALES Name_____ Hour_____

1) Name ten different sales jobs:

1. 6.
2. 7.
3. 8.
4. 9.
5. 10.

2) What are the usual starting salaries for three of these jobs:

1.
2.
3.

3) Give three personal characteristics of a good sales person:

1.
2.
3.

4) Give two examples of:

(a) A sales job that needs no special background or training.

1.
2.

(b) A sales job that needs a college degree or special vocational training.

1.
2.

5) Does a salesman in a department store or an auto salesman usually make more money? _____ Why? _____

_____

Is this fair? _____ Why or why not? _____

_____

TEST ON CAREERS IN SALES (Page 2) Name_____ Hour_____

6) If you were a service station attendant, list three jobs you should be able to do:

1.

2.

3.

What are the disadvantages of being a service station attendant in the winter in Minnesota?

_____

_____

_____

7) Work these problems:

(a) Department Store Bill

Item	No.	Unit Price	Cost
Blankets	2	19.98	
Sheets	4	4.99	
Pillow Cases	2	2.39	

Subtotal

4% Sales Tax

TOTAL

(b) 25% commission on a new car that sells for $6295 is _____.

(c) List price of car $3,550.00

minus 20% -

plus overhead +

_____

Lowest Price Possible $

(d) 8 OZ. 1.67 16 OZ. 1.92

10 Cases of 8 oz. Cola $

12 Cases of 16 oz. Cola

5 Cases of 16 oz. Diet Cola

9 Cases of 8 oz. Lemon-Lime

5 Cases of 16 oz. Lemon-Lime _____

Total for Cases

Commission
(Remember? So much a case sold)

TOTAL CHARGE

8) You are a sales clerk at Dayton's. Give at least three good reasons why you should get a promotion to Department Supervisor.

1._____

_____

2._____

_____

3._____

_____

CONSTRUCTION

Name_____ Hour_____

CONSTRUCTION UNIT

MATH 9

I-1 Carpentry

You are planning to build a porch attached to a house. The dimensions are 8 feet by 12 feet, and it will be 7 feet high. In the space below, sketch a simple outline diagram of this porch with the three dimensions. In this diagram do not include windows or doors.

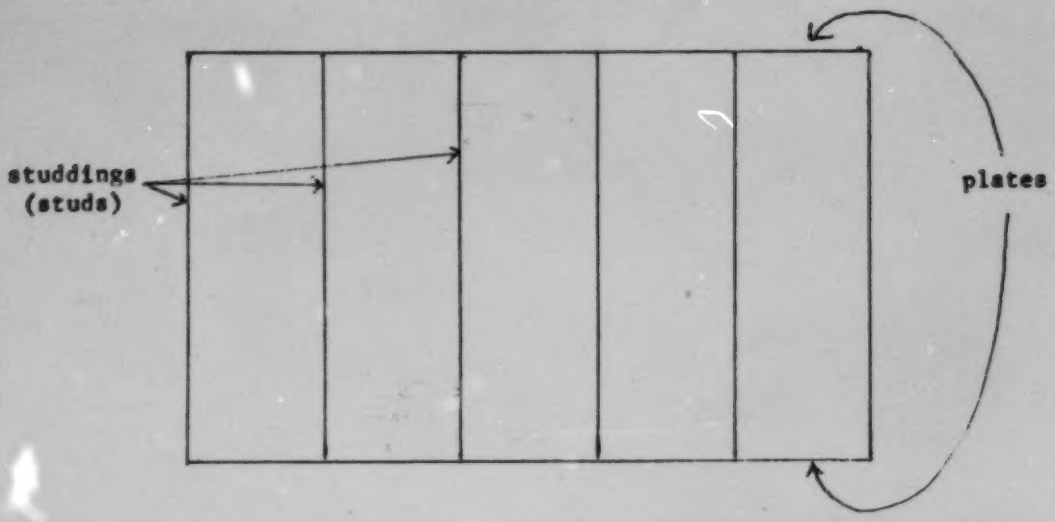
Give the dimensions of the longest wall. _____ (height) by _____ (length).

In the space below sketch the outline of this wall, and include the two dimensions.

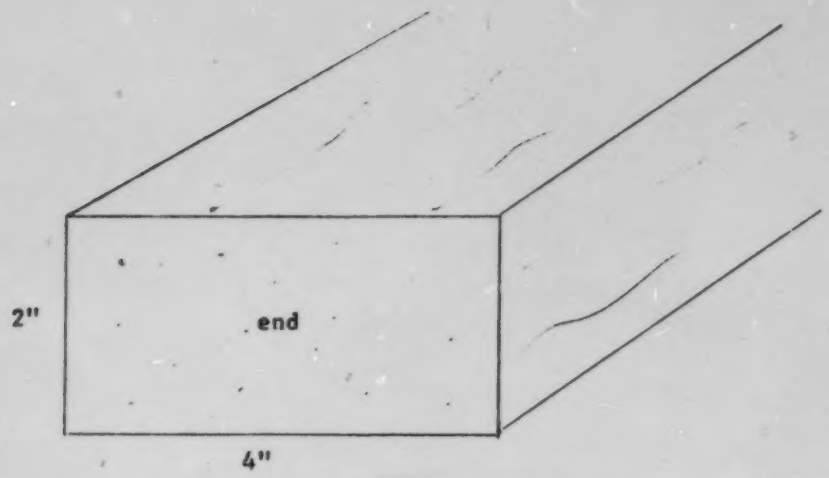
If you are not familiar with some words used in this project, refer to the last page for their definitions.

A-1 Carpentry Name_____ Hour_____

The drawing below shows the basic construction pattern of a frame type wall.

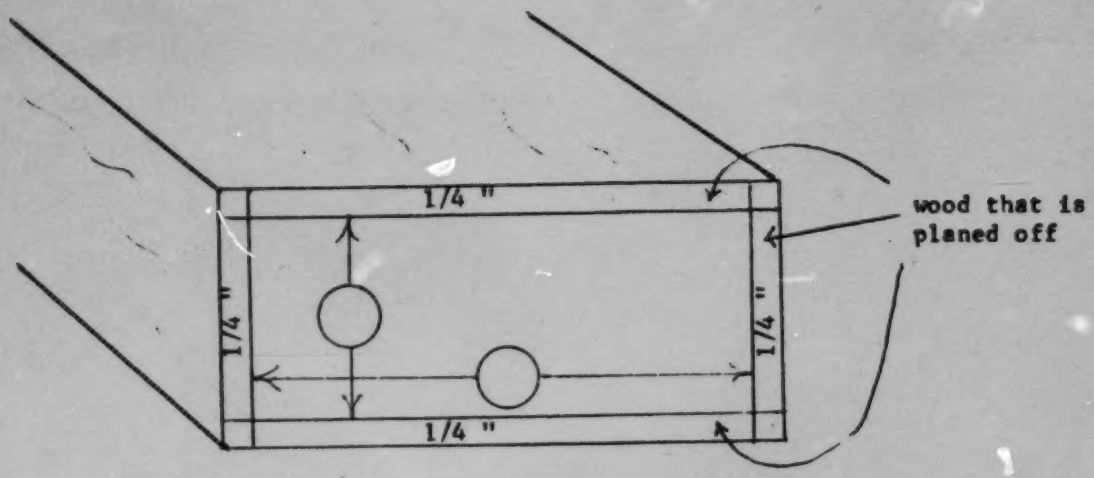


This drawing may look simple, but there are a few things that may cause some problems. First you must know the dimensions of the lumber used. Usually the studs and plates are "2 by 4's". These boards are called "2 by 4's" because of their dimensions.



When these boards are made at a lumber mill they look like the drawing above, but they are very rough from the saw blades. In order to make them easier to use and nicer looking, the boards are planed smooth. In doing this planing, the board becomes smaller as in the next drawing.

A-1 Carpentry Name_____ Hour _____



1/4" is planed off each side.

In the ◯ in the above drawing, write in the dimensions of the board that remains after planing. Remember these dimensions because you will need to know them later.

QUIZ:

What is the shortened word for studding? _____

Describe a frame type construction: _____

_____

_____

Studs are (vertical, horizontal).

Plates are (vertical, horizontal).

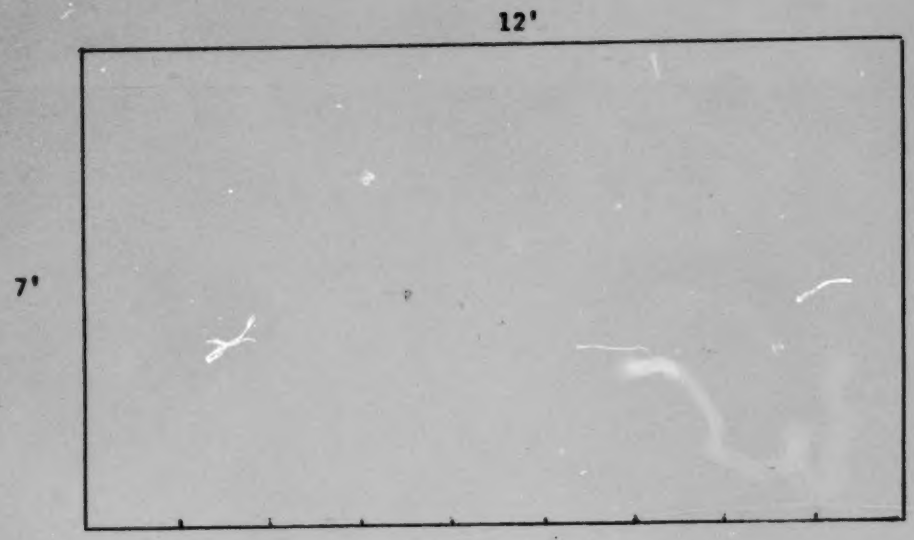
Explain how 2 by 4's are named: _____

_____

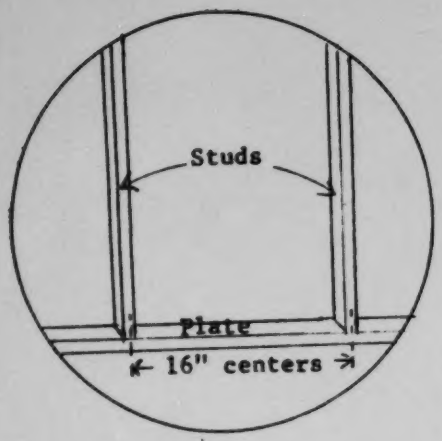
_____

What are the dimensions of a 2 by 4 that you would buy? _____

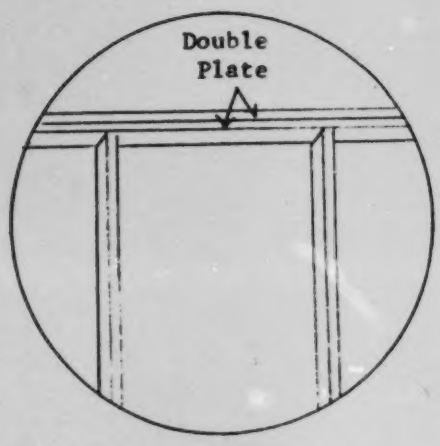
Refer back to your sketch of the longest porch wall. Make a new sketch on page 4 with the studs. Studs are usually spaced 16" apart, so find the number of studs necessary for your wall. Then complete the following diagram. (Ask for a straight-edge).



Now take a close look at one section of this frame.



Notice the studs sit on top of the plate.



Notice the double plate on the top of the frame. This is to help support the heavy roof, and also to help make a straight plate if the boards are warped.

A-1 Carpentry Name_____ Hour_____

QUIZ:

1) In frame construction, horizontal 2 by 4's are called _____.

2) In frame construction, vertical 2 by 4's are called _____.

3) Usually studs are spaced _____ inches apart.

4) Actually the spacing of studs are measured from the _____ of each board.

5) The most common size studs measure _____ by _____.

6) How many plates are used in one frame wall? _____

7) Give one reason for the double plate on top. _____

8) Where are these plates located? _____

9) How many studs are there in a 12 foot wall? _____

10) How long is each stud in your 7' by 12' porch wall? _____

11) If you were to buy lumber for this wall frame, make the list of 2 x 4's you want. (2 x 4's are commonly sold at these lengths: 7', 8', 10', 12', 14', 16', 18', . . .)

Quantity	Length	Quantity	Length

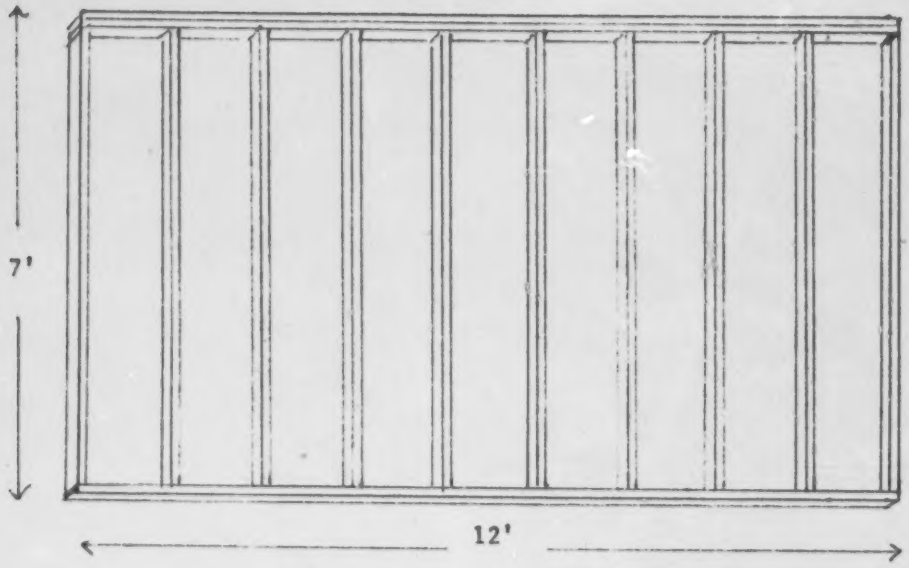
Make a complete scale drawing of your 12 ft. porch wall. Use a straight-edge again.

Scale: 1 cm = 1 ft.

(one centimeter equals one foot.)

If you have trouble making this drawing, look at the next drawing and copy it exactly.

A-1 Carpentry Name_____ Hour_____



Now that you know that a 2 by 4 actually measures 1 1/2" by 3 1/2", determine the length of studs _____, and plates _____.

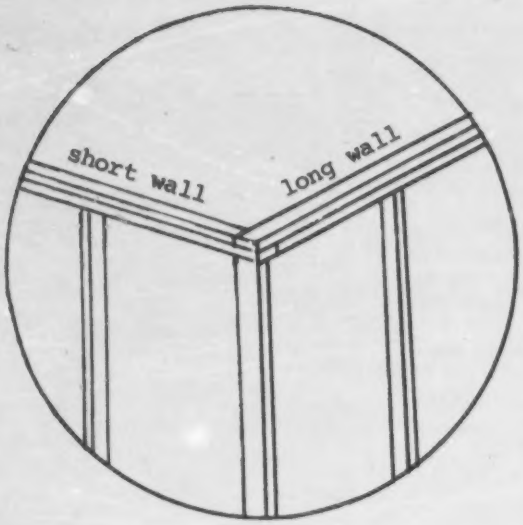
You should understand the basic construction of a frame wall now, so make a sketch of the shorter wall of your porch. Take a look at your drawing on page 1. The dimensions of this wall are _____ long and _____ wide.

Sketch

Scale Drawing (1 cm = 1 ft.)

A-1 Carpentry

Name _____ Hour_____



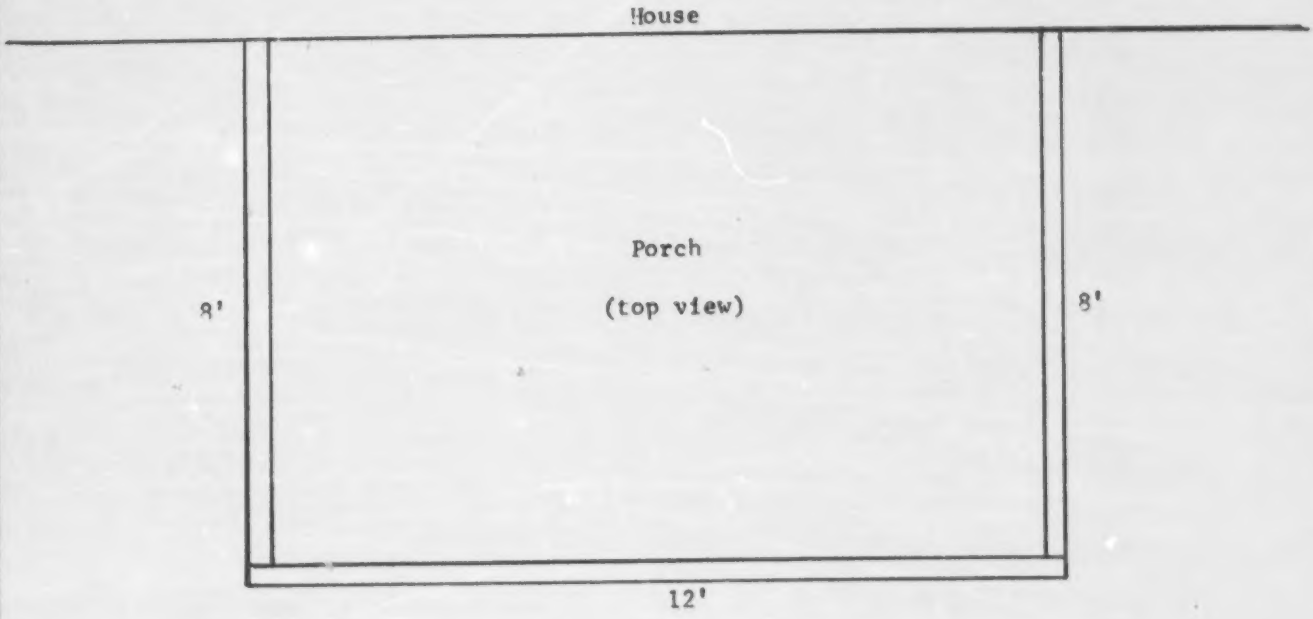
In the enlarged view of the corner of your porch, notice that the thickness of the long wall is part of the short wall. That means your 8 foot wall should be built only

_____ ft. _____ in. long.

(The thickness of the wall is the same as the width of a stud.)

Try now to get a more complete picture of the whole porch project.

Since it is built on to the side of a house, you will only build 3 walls. The house will be the 4th wall.



A-1 Carpentry Name _____ Hour_____

You are to build a plywood floor. The plywood is sold in 4' x 8' sheets. How many will you need? _____.

Carpet will be layed on top of the plywood floor. How many square yards (sq. yds.) of carpet will you need? _____.

(Find the sq. feet and divide by 4). Round off to the next full sq. yd: _____.

This diagram shows

one sq. yd.

How many sq. ft. are there in a sq. yd.? _____.

Plywood you use for the floor costs $11.45 per sheet. How much will your plywood cost? _____.

You would like to keep the cost of your carpet under $100, but yet get as good carpet as possible.

Choose one of these

_____	High quality	$12.79 per sq. yd.
_____	Medium quality	$9.95 per sq. yd.
_____	Low quality	$8.18 per sq. yd.

Your choice of carpet would cost $_____.

If you would be willing to pay $150 for carpet, you could buy the _____ quality carpet for a total of $_____.

You will have to buy screen for the 3 outside walls.

The short wall is _____ sq. ft.

The long wall is _____ sq. ft.

2 short walls and one long wall total _____ sq. ft.

Screen costs 9¢ per sq. ft. What does all the screen cost? _____.

Directions for the roof and door are in a separate packet.

A-1 Carpentry Name _____ Hour_____

DEFINITIONS:

Frame type construction:	Walls are built with a rectangular wood frame with vertical studdings spaced evenly inside the frame.
Studdings (Studs):	Vertical boards in a frame wall.
Plates:	Horizontal boards at the top and bottom of a frame wall.
Planing:	Stripping off the rough outer wood, leaving the board very smooth.
Scale drawing:	A diagram of an area, such as a floor plan, in which all dimentions are proportional to the actual object.

NAME _____ Hour _____

DRIVING OCCUPATIONS

MATH 9

Truck Driving Unit:

You have an offer for a job driving a delivery truck for a beer distributor, but you are more interested in driving a tractor-trailer so you can travel around the country. When you ask some trucking companies for a job they all want drivers with experience, and you have none. So you take the job offered to you in order to get the experience necessary. The trucking companies also said they wouldn't hire anyone unless they had a good driving record. This means that you must drive very carefully. One accident might ruin your chances of getting the job you really want.

First day on the job:

You are to make 7 deliveries

Jake's Liquor - 20 cases of bottles plus 4 cases of 6-paks

Speedy Market - 7 cases of 6-paks

Local Liquor Store - 18 cases of bottles plus 8 cases of 6-paks

Corner Grocery - 4 cases of 6-paks

Hoot Owl Grocery - 16 cases of 6-paks

Elks Club - 30 cases of bottles and 5 barrels

VFW Club - 16 cases of bottles and 2 barrels

You will load your truck for this delivery. The boss tells you to load 5 extra cases of bottles, 5 extra cases of 6-paks and 2 extra barrels in case some customer wants more than they ordered.

You load _____ barrels at $17.50

_____ cases of bottles at $4.85

_____ cases of 6-paks at $5.14

NAME _____ Hour _____

Customers receive 85¢ for each case of empty bottles they return, and $3.50 for each empty barrel returned.

You might want to keep your day's record as you go, rather than waiting until you finish your day.

Driver _____

Odometer Reading _____

Delivery No.	Cases of Bottles	Cases of 6-paks	Barrels	Empties Returned	Net Charge
1					
2					
3					
4					
5					
6					
7					

Odometer _____

Day's Mileage _____ Miles

NAME _____ Hour _____

The boss tells you he would like you back by 11:00. It is 9:00 when you leave with your load.

At Jake's Liquor you unload his order and make his receipt: (You count 18 cases of empties returned)

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price		Total	
20	Cases bottles	4.85		97.00	
4	Cases 6-paks	5.14	+		Answer ←
				(Add)	
					←
18	Empties returned	.85	-		←
				(Subtract)	
		TOTAL			←

NAME _____ Hour _____

At Speedy Market the proprietor asks if you have 2 extra cases of 6-paks you could leave. You leave the order plus 2 extra cases. Make out the receipt.

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price	Total

At Local Liquor Store you deliver the order and pick up 19 cases of empties. Make out the receipt.

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price	Total

NAME _____ Hour _____

At the Corner Grocery you are asked to leave 3 extra cases of 6-paks. Make out the receipt.

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price	Total

At the Hoot Owl Grocery you deliver what was ordered and make out the receipt.

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price	Total

NAME _____ Hour _____

At the Elks Club they ask for 6 extra cases of bottles and 1 extra barrel. Deliver the order and extras if you have it. Pick up 28 cases of empties. Make out the receipt.

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price	Total

At the VFW Club you deliver the order and pick up 20 cases of empties. Make out the receipt.

Delivered to: _____

Driver's Name _____

Date: _____

Quantity	Item	Unit Price	Total

NAME _____ Hour _____

As you finish your last delivery you look at your watch and see it is 10:50. If you drive under the speed limit you will not get back until about 11:15. You must decide one of the following (check one):

_____ Drive your truck fast and arrive back 5 minutes late

_____ Drive under the speed limit and arrive back 15 minutes late

What will your answer be when your boss says, "I asked you to be back by 11:00. You are not making a very good start."

_____

_____

_____

_____

* *

After you have worked a few years driving a small truck making local deliveries, you have kept a good driving record - no accidents with your truck and no tickets or arrests in your own car. During the first few days driving the beer truck you found that you had to work a little faster and harder to satisfy your boss.

You now have an offer for a job driving a tractor-trailer to Muscatine, Iowa. You would haul a load of watermelons back to a St.Paul produce distributor.

Compare your present salary ($275 a week) with the new offer:

The trip is about 300 miles one way. You would make one round trip each day, but will make only 4 trips in a week - Tuesday, Wednesday, Friday and Saturday. You are told that your average road speed will be around 50 mph., and it will take you about an hour to load or unload. Your wage will be $.15 per mile.

About how much would you earn on one round trip? $_____

Your present job pays $6.00 per hour and you work 8 hours, Monday through Friday, plus Saturday morning for 4 hours.

You <u>now</u> work _____ hours each week

About how many hours would you work in one week of hauling watermelons? _____

NAME _____ Hour _____

In order to compare wages, find the approximate wage per hour for hauling watermelons. $_____
(round off to nearest cent)

Week's wages ÷ hours worked = wage per hour

What is the difference in the hourly wages? $_____

What is the difference in the weekly wages? $_____

One other requirement comes with the new job. You must rest (not drive) at least 4 hours between one-way trips. You may load or unload during this time. Now how much time is required for a round trip if you return as soon as possible?

_____ Hours

Do you think you would prefer the new job even with all these requirements?

_____ Yes _____ No

Since this job is somewhat like the kind of trucking you are interested in, we will assume you take the job.

Your first responsibility is to plan your starting time so that you can have your first load in the St.Paul warehouse unloaded sometime before 9:00 p.m. Tuesday. In order to be back at this time, you must leave St.Paul no later than what time? _____ _____
(a.m. or p.m.)

It helps to think on a time line

drive	rest and load	return	unload	
6 Hr.	4 Hr.	6 Hr.	1 Hr.	9:00

You remember the first day driving the beer truck you were late in returning and your boss didn't like it. You decide to play safe and leave 2 hours early, so you plan to leave _____ , _____ _____
(day of week) (time) (a.m. or p.m.)

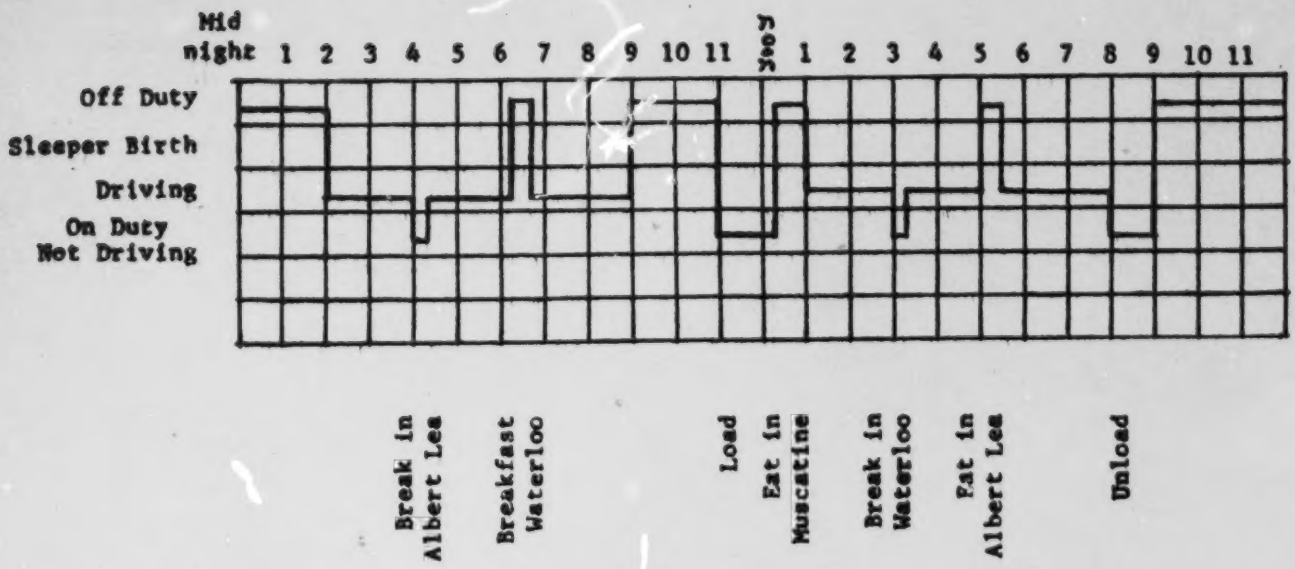
Odometer reads 71493.2

NAME _____ Hour _____

Your trip went well. By your log shown below.

You returned at _____ ___ (time) and were unloaded by _____ ___ (time)

Odometer reads 72086.8


Mid night 1 2 3 4 5 6 7 8 9 10 11 Noon 1 2 3 4 5 6 7 8 9 10 11
Off Duty
Sleeper Birth
Driving
On Duty Not Driving
Break in Albert Lea
Breakfast Waterloo
Load
Eat in Muscatine
Break in Waterloo
Eat in Albert Lea
Unload

Remarks:

Look at the log and find out what happened to the 2 hours extra that you allowed.

What one thing takes up most of the extra time? _____

How much time was actual driving time going from St.Paul to Muscatine? _____ (Hrs.)

Coming back: _____ (Hrs.)

How much time was spent for breaks and eating on the way down from St.Paul to Muscatine? _____ (Minutes) Back from Muscatine to St.Paul? _____ (Minutes)

NAME _____ Hour _____

You are to make the same trip on Wednesday. How much time do you have between trips? _____ (Hrs.)

When your boss looked at your schedule he tells you he doesn't want you driving again with so little rest, and tells you to get 8 hours rest before you leave again. So you plan to leave at 4:00 a.m. Wednesday.

Make your log of this schedule:
(Consider rest time and eat time as off duty)

4:00	a.m.	Leave St.Paul
6:15		15 minute break in Albert Lea
8:15		30 minute breakfast in Waterloo
10:45		Arrive in Muscatine and eat dinner
1:30	p.m.	Begin loading, which takes 1 1/4 hours
2:45		Leave Muscatine
4:45		15 minute break in Waterloo
7:00		Eat in Albert Lea for 30 minutes
9:45		Arrive in St.Paul - unloading takes 1 hr.

Odometer reads 72675.1

Make your log of the Friday run.

Your boss tells you to start this trip earlier in order that the Saturday run can return a little sooner. So you start this Friday right at midnight Thursday.

Midnight		Leave St.Paul
2:00	a.m.	15 minute break in Albert Lea
4:15		15 minute break in Waterloo
6:30		Arrive in Muscatine-eat breakfast 30 min.
9:00		Load - takes 1 hour and 15 minutes
10:15		15 minute break before return trip
10:30		Leave Muscatine
12:30	p.m.	30 minute dinner in Waterloo
2:45		15 minute break in Albert Lea
5:30		Arrive in St.Paul-unloading takes 1 hour

Odometer reads 73265.4

NAME _____ Hour _____

Make your Saturday log.

1:30	a.m.	Leave St.Paul
3:30		15 minute break in Albert Lea
5:45		15 minute break in Waterloo
8:00		Arrive in Muscatine-eat breakfast 30 min.
10:00		Loading takes one hour
11:30		Eat dinner 30 minutes
12:00		Leave Muscatine
2:00	p.m.	15 minute break in Waterloo
3:30		Airbrakes fail-luckily you can coast to a stop beside highway. You must inspect brake system. You find hose connection loose and leaking air. Tighten connection.
4:00		Continue driving at reduced speed
4:45		15 minute break in Albert Lea
8:00		Arrive in St.Paul-unloading takes 1 hour

Odometer reads 73857.0

At the end of the week you decide to find out how much money you earned. Before you took the job you figure approximate earnings, but now you can find exactly what you will be paid.

You earned $.15 a mile. Your total mileage for the week is _____ miles.

(Disregard tenths of miles) For the first week you earned $_____.

You might look at the job from a different angle. How many hours did you spend away from home? _____ hrs. You didn't get paid for your rest time in Muscatine, but you couldn't go home. Take your weeks wages and divide it by the hours away from home. This would be what each hour away from home is worth.

NAME _____ _____ Hour _____

This job ends after the watermelon season is over. The boss likes your driving record, and you didn't miss any days of work. He would like you to stay on with him and drive a gravel truck for 3 months to stockpile gravel for winter construction. You would like to continue driving the 18 wheelers but most companies require drivers to be 25 years old. You are only 23 so you decide to stay with the job for two years and save money to buy your own rig.

When you ate at truck stops you talked to other drivers and found that you could buy used tractors for about $12,000. If you borrowed money from a bank to buy it you could borrow only 2/3 of the amount, so you must have 1/3 of it saved.

You must have $_____ saved to pay for 1/3 of the $12,000. Since you have 2 years to save, this would mean $_____ saved each year. How much would you have to set aside each month? $_____

If you could save $200 each month, how much could you save in 2 years? $_____

If this amount was used to pay 1/3 of the price of a new tractor, how much could you borrow? $_____ This could buy a tractor which sells for $_____

If this is near $15,000, you might want to buy a new tractor.

These are some decisions you must make:

Talk to as many drivers as you can to help make these decisions. They are important.

1) Should you own your tractor?

2) Should you own your tractor and trailer?

3) Should you buy a new tractor and trailer?

Things you should know:

1) Repair is expensive unless you do it yourself.

2) Insurance is expensive.

3) Licenses are expensive.

4) You get paid more if you own your rig.

SALES: DEPARTMENT STORE CLERK

NAME _____ Hour _____

SALES: Department Store Clerk

MATH 9

You have been hired by Dayton's in Rosedale to clerk in the women's apparel department during a one week sale. As an inexperienced clerk you are assigned to watch the other clerks work so you can learn what a clerk must do. While you are observing, you are asked to do some inventory work.

A sale has been in progress for 3 days. The display tables are constantly a mess caused by customers digging through the merchandise. You are assigned to fold the clothes and stack them neatly again. While you are doing this, you are to count certain items so the management can keep tab on what is selling and what is not selling.

Table 1 is loaded with women's blouses and has a sign in the middle which says:

BLOUSES 1/2 OFF Sale Price marked on garment

Stack them by sizes, then count each size. You are to complete this before any customers come.

This is the beginning count:

ize	Count
8	26
10	21
12	13
14	28
16	34
18	22

The manager brings a cart loaded with other blouses he has decided should go on sale. You are to mark the sale prices and keep track of the count.

On the next page you will find a form to help keep track of your counts.

NAME _____ Hour _____

Date: January 8

Size	Beginning Day Count	Items Added	End of Day Count	Items Sold Today
TOTAL	____	____	____	____

Date: January 9

Size	Beginning Day Count	Items Added	End of Day Count	Items Sold Today
TOTAL	____	____	____	____

Date: January 10

Size	Beginning Day Count	Items Added	End of Day Count	Items Sold Today
		36		
		41		
		63		
		55		
		36		
		19		
TOTAL	____	____	____	____

NAME _____ Hour _____

Here are the counts of blouses that were on the cart:

Size	Count
8	18
10	23
12	7
14	19
16	27
18	16

The manager told you that there will be more that he plans to bring in for the sale table today, so don't make any final totals yet.

You find that the blouses have many different prices marked. Figure out the sale price and mark each garment.
(HINT: If the sale price includes a 1/2 cent, then mark the next higher cent.)

Old Price	Sale Price you will mark garment
$ 4.88	_____
5.24	_____
6.95	_____
5.99	_____
8.49	_____
11.59	_____

Some were regularly marked with quantity prices. Sale price is to be single item price.

	Single Regular Price	Single Sale Price
2 for $ 19.00	_____	_____
3 for 19.99	_____	_____
2 for 14.50	_____	_____
2 for 13.45	_____	_____

NAME _____ Hour _____

Later that day the manager brought another cart full of blouses. He says that these are all the blouses he will bring today (January 8), so you can write this in the form for the day.

Size	Count
8	20
10	28
12	14
14	31
16	15
18	7

After you have the form done, figure sale prices for these regular prices. All are 1/2 off.

Regular Price	Sale Price
$ 6.99	_____
14.95	_____
2 for 19.95	_____
3 for 24.49	_____

You have now completed all necessary work on this table and are sent to a table with denim jeans and jackets to be marked for the sale. The sign on this table reads:

EVERYTHING ON
THIS TABLE
1/3 OFF
Sale Price
marked on garment

Figure the sale prices for these regular prices:

	Regular Price	Sale Price
Jeans	$ 17.99	_____
Patchwork Jeans	19.49	_____
Jackets	24.95	_____
Patchwork Jackets	26.49	_____

NAME _____ Hour _____

At the end of your first day you must complete the sale inventory forms, which means counting garments left on the sale tables. Each clerk is assigned to a table to count. Yours is the blouse table and you count:

Size	Count
8	7
10	13
12	0
14	0
16	8
18	4

Complete your inventory form for January 8.

Remember that the manager indicated that he is interested in knowing what items are selling well, and which are not. As you are putting on your jacket to go home, he asks you which sizes sold the best and which did not sell very many. Luckily you had glanced at your totals on the form and you remembered that

sizes _____ and _____ sold the most, and size _____ sold the least.

Since you didn't have to run back to the sales counter to look at the forms for this information, the manager was impressed. Little things like showing some interest in your job means a lot to your boss.

As you leave the store, the manager tells you that tomorrow you will spend some time with customers but will continue with some inventory of sale tables.

NAME _____ Hour _____

Second Day: The manager had two carts of blouses waiting for you to stack when you arrived at work. His instructions were:

> "Tidy up the sales tables as you did yesterday and record your numbers on the form (January 9). If a customer asks you for help, go ahead and help; but when they are ready to pay, send them to another clerk at the cash register. I want to show you how to make change properly before you check customers out. Making change is very important, both to the customer and the store. Later today when business slacks off, I'll take you aside and show you what I mean."

You count the blouses on the carts and find:

Size	Count
8	35
10	27
12	19
14	28
16	31
18	22

Record these numbers.

When the customers begin looking at the merchandise in your department, you notice a number of things that customers do. What is your response to each of these incidents?

Customer A, Lady: Looks through the piles that you stacked neatly just 15 minutes earlier. She makes no effort to fold or stack them when finished. You watch her a few minutes, getting more angry inside each minute. After you watch her a few minutes (write what you think you would do).

I would: _____

_____

_____

_____

Customer B, Man: Looks over the blouses, brings one to you to show you a flaw in the material and asks for a dollar more off the price.

I would: _____

_____

_____

_____

NAME _____ Hour _____

Customer C, Teen-age Girl: As she looks at the blouses one drops on the floor, but she leaves it there and continues looking.

I would: _____

_____

_____

_____

Customer D, Lady: She puts a blouse into her shopping bag and begins to walk away without paying for it.

I would: _____

_____

_____

_____

Here are some more prices you must change on the blouses that the manager brought in today.

These are to go on the 1/2 off table:

Regular Price	Sale Price
$ 5.95	_____
4.89	_____
8.88	_____
6.29	_____

These are to go on the 1/3 off table:

Regular Price	Sale Price
$ 7.75	_____
4.88	_____
12.49	_____
10.98	_____

NAME_____ Hour _____

As you count these blouses you find:

Size	Count
8	14
10	22
12	7
14	19
16	6
18	9

When you finish this there aren't many customers around, so the manager calls you aside to teach you to make change.

There is one rule you must always follow when a customer pays in cash with a bill and is to get change back: Place the bill on the ledge of the cash register, not in the cash drawer. Leave it there until you make change and the customer is satisfied. Then you put the bill in the cash drawer. This procedure is to safeguard against the dishonest customer who might give you a $5 bill, then when you have made the change say, "I gave you a $10." If the bill is still out you can show it and say, "This is the bill you gave me." If it is already in the cash drawer it would be difficult to prove you were given a $5 bill, and you might have to give the person change for a $10 bill.

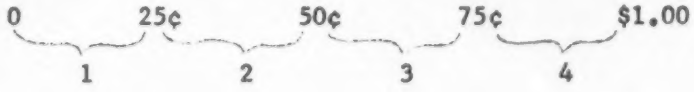
Making Change:

Step 1: Count the coin change first. Start with the purchase price and count up to the next even dollar.

Step 2: From the even dollar amount, count bills up to the amount the customer gave you.

Here is Step 1 (coins) in more detail:

Mentally you must put the cents in one of 4 sections.



You must then build from the price, coin by coin, upward to the number on top of your section. This should be done with as few coins as possible.

Example: Purchase price is (19¢) and the customer gives you $1.00

Think: 0 (19) 25¢

Count each coin as you build the amount up to 25¢

(19) - 20 - 25
(p) (n)

So far you have 1 penny (p) and 1 nickel (n).

NAME _____ Hour _____

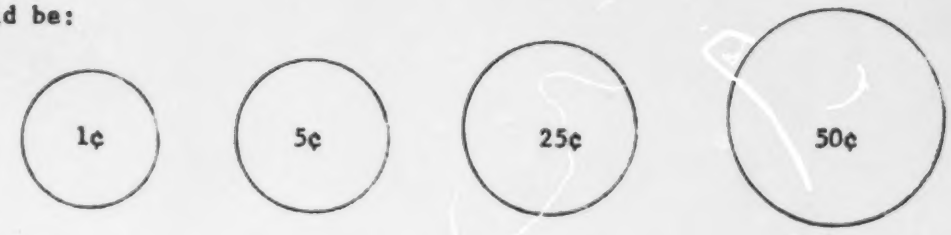
Now build the amount to an even dollar with quarters (q) and halves (h).

25 - 50 - 1.00
(q) (h)

Putting it all together you would count:

(19) - 20 - 25 - 50 - 1.00
(p) (n) (q) (h)

The change would be:



Another Example: Purchase price is (28¢) and the customer gives you $1.00

Think: 25¢ (28) 50¢

Build to 50¢ : 28 - 29 - 30 - 40 - 50
(p) (p) (d) (d)

Continue up to $1.00 : 50 - $1.00
(h)

All together you would count:

(28) - 29 - 30 - 40 - 50 - $1.00
(p) (p) (d) (d) (h)

Follow the example below:

You Get	Price	P	N	D	Q	H
$1.00	58¢	59 60	65	75	$1.00	
$1.00	39¢					
$1.00	16¢					
$1.00	85¢					
$1.00	49¢					
$1.00	9¢					

NAME _____ Hour _____

By now you should have step 1 learned. Step 2 is very similar so it should be easy. Here is an example how to get from $2.00 to $20.00.

$2 - $3 - $4 - $5 - $10 - $20
(1) (1) (1) (5) (10)

One is done for you here. You do the others.

Start at	Count to	$1	$5	$10
$8	$20	9 10		20
$4	$10			
$6	$10			
$3	$20			

Very seldom will you have to make change for any bill larger than $20. When you do, it will be easy to figure out what to do.

If you feel you can do steps 1 and 2, you should practice doing both together. You have one example here, then you do the rest. Notice in the half dollar column the last coin brings it to the next dollar over the price.

You Get	Price	P	N	D	Q	H	$1	$5	$10
$20	$ 2.37	38 40 39		50		$3	4 5	10	$20
$20	6.85								
$10	4.20								
$10	6.89								
$20	1.39								
$20	6.98								
$20	11.77								
$5	2.17								
$5	4.70								
$10	2.35								
$10	1.19								
$5	1.86								
$5	4.95								

NAME _____ Hour _____

Some last minute customers were coming in so the manager sends you out to wait on some of them before you finish for the day. Also you must finish your counts at your table before you go home.

Your first customer buys one blouse for $3.95 and gives you a $10 bill. You put the blouse carefully in a bag and make the change. As you count the change you say $3.95, _____.

Another customer buys 3 items at these prices: $2.85, $4.63, $4.90. The total is $_____. This customer gives you a $10 bill and 3 $1 bills. As you count the change you say $_____.
(Price)

Now finish your form on page 2. The final count on your table for January 9th is:

Size	Count
8	3
10	8
12	0
14	1
16	4
18	9

As you leave at the end of the day the manager mentions that he likes your work. He says, "I think you are ready to wait on customers regularly tomorrow. You will keep your table stocked and marked as before."

NAME_____ Hour _____

Third Day: When you come in this morning the manager meets you with a new assignment. One clerk in the appliance department is coming one hour late, so you are to take his place until he comes. Your table will be stocked and your form started for you.

At the hardware department you not only have to total the purchases, but also figure sales tax at 4% of the purchase.

This is how you figure the total price:

Example:

Items purchased	$ 2.89
	+ 4.35
Total cost	$ 7.24
Sales tax	.29
Total price	$ 7.53

4% of $ 7.24 } $ 7.24 × .04 = .2896

Round off to $.29

The customer gives you a $20 bill. You count the change:

7.53 - 54 - 55 - 65 - 75 - $8 - 9 - 10 - $20

1st customer buys 3 items, all taxable:

(Calculate total price) $ 18.95 + 2.47 + 1.18

Total Cost

Sales tax

Total price

Show your work here:

The customer writes a check for the exact amount so you don't have to make change.

NAME _____ Hour _____

Another clerk calls your attention to a small chart taped to the sales counter that helps you figure tax. It looks like this:

Dollars			Cents	
$ 1 - .04	$11 - .44		0 - 12	.00
2 - .08	12 - .48		13 - 37	.01
3 - .12	13 - .52		38 - 62	.02
4 - .16	14 - .56		63 - 87	.03
5 - .20	15 - .60		88 - 99	.04
6 - .24	16 - .64			
7 - .28	17 - .68			
8 - .32	18 - .72			
9 - .36	19 - .76			
10 - .40	20 - .80			
$30 - 1.20	$40 - 1.60	$50 - 2.00		

When you have figured the purchase price you must separate the dollars and cents.

Example: $4.35 is $4.00 and 35¢

Tax on $4.00 is $.16 (under Dollars)

Tax on 35¢ is .01 (under Cents, between 13 - 37)

Add for tax on $4.35 $.17

Find tax on: $16.75 Tax = _____ (Try to do this in your head, not on paper)

13.95 Tax = _____

5.15 Tax = _____

8.87 Tax = _____

2.25 Tax = _____

Anything more than $20 takes a little more figuring.

Try these: $25.18 is $20 and $5 and 18¢

Tax on $25.18 is _____

37.89 is _____

49.95 is _____

NAME _____ Hour _____

Can you put it all together?

a) Figure total purchase price,
b) Find tax and add to price, and
c) Make change.

1) Purchases: $4.85, $1.25, $.69

Total _____

Tax _____

Total and Tax _____

Count change from $20 bill _____

2) Purchases: $16.38, $2.29, $7.79, $1.98

Total _____

Tax _____

Total and Tax _____

Count change from $30 _____

3) Purchases: $1.29, $3.69

Total _____

Tax _____

Total and Tax _____

Count change from $10 _____

4) Purchases: $5.95, $.65, $1.62

Total _____

Tax _____

Total and Tax _____

Count change from $20 _____

5) Purchases: $2.85, $1.49, 35¢

Total _____

Tax _____

Total and Tax _____

Count change from $10 _____

6) Purchases: $8.40, 16¢, $1.38, $2.39

Total _____

Tax _____

Total and Tax _____

Count change from $15 _____

NAME _____ Hour _____

When you return to your own department again, there are customers waiting and you are immediately busy waiting on trade. The rest of the day goes quickly since you have very little time for rest. The manager is watching you quite closely today as if he is looking for something. Actually he is watching the sales clerks. Shortly before the end of the day he asks you how your legs are holding up, and also asks if you want a regular job working there.

"Here are some of the things that I liked about your work:

a) You are pleasant with customers,

b) You are concerned about your customers,

c) You are quick to check out customers,

d) You get along well with the other clerks,

e) You seem interested in your work,

f) You do not complain about customers or your work."

The manager asks you to complete your form for January 10 before you leave. (Page 2).

(Make a mental note of the things the manager liked about your work so you can continue doing them.)

Here is the count for the end of the day at your table:

Size	Count
8	4
10	2
12	0
14	0
16	1
18	6

NAME _____ _____ Hour _____

TEST

Sales: Department Store Clerk

Find the sale prices on these items:

		Regular Price	Sale Price - single item
1/2 OFF	1)	$14.80	_____
	2)	$6.35	_____
	3)	$7.95	_____
	4)	2 for $15.00	_____
	5)	2 for $19.49	_____
	6)	3 for $22.89	_____
	7)	3 for $25.75	_____
1/3 OFF	8)	$16.29	_____
	9)	$8.35	_____
	10)	2 for $19.36	_____
	11)	2 for $16.22	_____
	12)	3 for $21.75	_____
	13)	3 for $19.90	_____

Complete missing part to this inventory sheet

	Size	Beginning Day Count	Items Added	End of Day Count	Items Sold Today
14)	10	12	34	2	

NAME _____ Hour _____

TEST - Page 2

Make change and fill in the chart below

	You Get	Price	P	N	D	Q	H	$1	$5	$10
15)	$10	$8.34								
16)	$20	$6.17								
17)	$15	$2.63								

Figure the total price on these taxable items:
(4% sales tax on all taxable items)

	Item Price	Total Price
18)	$2.35	_____
19)	$26.82	_____

20) List as many things that you remember which your manager liked about your work.

_____

_____

_____

_____

_____

_____